Instructions
Notification of Multiple Charts Open
MIHP 099 (11-01-15)

These instructions are intended to clarify data fields that users have asked about in the past and to provide definitions for other fields to ensure that all users are interpreting them in the same way. If you have any questions about these instructions or think further instructions are needed, please contact Deb Marciniak at marciniakd1@michigan.gov or 517 324-8314.

If you are serving two or more beneficiaries from the same family, this completed form should be in the chart of every family member. The form alerts staff and reviewers that some documentation (e.g., consents, *Risk Identifier*, *Professional Visit Progress Notes*, etc.) about one family member may be located in the chart of another family member.

This form is not required if your agency uses family charts, which contain the records of all of the family members being served in one location.

- Beneficiary name: Insert the beneficiary's first and last name.
- Maternal or Infant checkbox: Check whether this is the chart of a maternal or infant beneficiary.
- In the remaining fields, insert the name of every other family member currently being served by your MIHP and indicate whether the family member is a maternal or infant beneficiary by checking the appropriate box. If the beneficiary is a pregnant woman, insert the names of infants being served. If the beneficiary is an infant, insert the mother's name or the names of the other infants being served.